The BASO Connection

About This Newsletter

The BASO Connection is a monthly newsletter for users working in the systems supported by the Business and Administrative Systems Office (BASO) in HQ Code OCF, including Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.

Bankcard Browsers Beware!

If you are a Bankcard Holder or Approver, take care to ensure that you access P-Card using the correct Internet browser version! Using the wrong browser version can cause severe problems that can only be remedied by resetting the system.

IFM desktop requirements for accessing P-Card are:

- **PC** – users must access P-Card with Internet Explorer *version 6.0*.

- **Mac**– users must access P-Card via Citrix. Citrix can be accessed through https://utility.nasa.gov.

- **Unix & Linux** – access from these platforms is not currently supported; users must access P-Card via PC or Mac platforms.

Beginning **May 12, 2004,** browser requirements will be strictly enforced. Attempts to access P-Card via unsupported browsers will be denied. Contact the BASO with questions.

Travel Manager: Stamp Out Mistakes!

In order for a document to route properly in Travel Manager, the correct status stamp must be applied to the document. To correctly stamp a document in Travel Manager:

- Click the *Review Documents* link on the Document Tool Bar on the left side of the page.
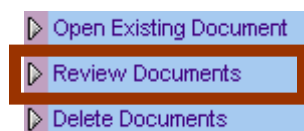
  When you use this link, travel documents will automatically default to the correct stamp.

- If you have multiple roles in a Routing List, you *must* stamp the document for each role. For example, if you are an Account Reviewer and also responsible for reviewing Actuals for your Code, you will need to stamp the document twice.

In This Issue

BW Blues? Let the BASO Help!

BW Goes Desk-side

If you're feeling frustrated with BW, the BASO will come to your rescue! A desk-side visit from a member of the BASO can ease your frazzled nerves by providing a refresher session and assisting you in creating useful bookmarks that meet your reporting needs.

Weekly BW Workshops Available

Interested in a BW Workshop? The workshops provide introductory or specialized sessions focused on the data you need to do your job. Workshops are designed for groups of 3 to 6 people, so gather some friends and schedule a BW Workshop! Check our on-line schedule to review available dates and times, at http://businesswarehouse.hq.nasa.gov/bwschedule.htm.

Update Your BW Bookmarks

Several queries in the Budget Execution folder have been updated. The old queries will be deleted on May 31, 2004. All old bookmarks will need to be recreated based on the new queries.

To schedule a desk-side visit or workshop, or if you have questions about updating BW bookmarks, contact the BASO.

Budget Formulation: Realigning Appropriations

The Presidents Budget Submission (PBS) for FY 05 unveiled two new appropriations titles: Exploration Capabilities (EC), and Exploration, Science, & Aeronautics (ESA). Both are available in the IFM Budget Formulation (BF) Release 0.5 application. *Effective immediately*, BF planning for the FY 06 budget (FY04 FY10) must be associated with these new appropriation codes.

What about data already in BF?

On April 26, 2004, the IFM Competency Center realigned previously entered HQS BF data as part of its agency-wide appropriations realignment process. This realignment converted the appropriation types from the FY 04 PBS types (i.e., SAE or SFC) to the new appropriation types for the FY 06 PBS. The Office of Inspector General (OIG) appropriations title has remained constant and will not be impacted by this activity.

This realignment did not incorporate any data saved under the FY 03 PBS appropriations types "SAT" or "HSF." Any such instances will require manual data entry correction. Planners who have saved data are encouraged to generate a BF BW report to confirm that data relationships are consistent with the FY06 Agency budget structure.

Questions? Contact the BASO.

Coming Soon!
The BASO e-Payroll Website

The BASO e-Payroll website will be up and running in early May. The website features information about e-Payroll, Employee Express and The Work Number©. Stop by and check it out at http://epayroll.hq.nasa.gov.

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e-Payroll is on a Roll!

Preparations are underway for the e-Payroll implementation! On *August 8, 2004* HQ will transition from the NASA Personnel and Payroll System (NPPS) to the Federal Personnel and Payroll System (FPPS), as mandated by the President's Management Agenda. The HQ e-Payroll team has been hard at work to plan fun, informative activities and communications to keep the HQ community informed. Stay tuned for more information!

BASO Footnotes

In addition to solving problems, answering questions, and conducting workshops, here are some other things the BASO has done in the past month:

- Congratulations to the WebTADS implementation team on a successful Go Live! Thanks to the hard work of *Pam Fetters, Bernadette Keane, Pam Hostetter, Linda Phipps, and Keith Winters*, the WebTADS Project was a rousing success! Kudos on a job well done!

- In March 2004, the BASO trained 38 users in clinics, one-on-one visits, and workshops, and made 67 desk-side visits.

BASO Contacts

The BASO, housed within HQ Code OCF, provides support functions for business and administrative systems including Core Financial SAP, Business Warehouse, Travel Manager, Budget Formulation, and WebTADS.

BASO Support Center

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Feedback

We are interested in receiving your feedback on how we can enhance the usefulness of this newsletter. For questions, comments, or to be removed from this distribution, email Jill Ballentyne at jballent@hq.nasa.gov. If there are others you know who might benefit from receiving this newsletter, please forward their email addresses and we will add them to the distribution.